



DEPUTY RETURNING OFFICER'S
HANDBOOK

(at an Advance Poll)

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1. NOTE

YOU alone are IN CHARGE of your advance polling station and you are responsible only to the returning officer.

READ all forms, instructions and envelopes as soon as you receive your supplies. *Do not put this off.* Have your poll clerk do the same.

DON'T count the ballots at the end of each advance polling day. WAIT till 8 p.m. on the ordinary polling day (election day).

2. WHY READ THIS HANDBOOK?

In this handbook, you will find the instructions on how to do your job. The rules for conducting territorial elections are set out in the law - the *Elections Ordinance*. This handbook explains the parts of the Ordinance which deal with the work of the deputy returning officer. This is an important job to which you have been appointed and anyone who does not carry out the duties in a lawful way takes the risk of losing his pay and being prosecuted.

ON ADVANCE POLLING DAY, YOU WILL BE TOO BUSY TO READ THIS HANDBOOK. READ IT NOW. As you read it, look carefully at each form directed to your attention, and make sure that you understand its use.

This handbook explains your duties in the order that they should be done. As each job is finished, check it off in the space provided.

3. YOUR RESPONSIBILITY

As a deputy returning officer, you are in charge of an advance polling station. You must make sure that, at your station, all the instructions in this handbook are followed.

YOU ARE RESPONSIBLE TO THE RETURNING OFFICER. He has appointed you and will teach you how to do your work. LEARN THE RULES WELL and you will not let yourself be pushed into making wrong decisions by persons who may want things done their way. REMEMBER, YOU ARE IN CHARGE OF THE ADVANCE POLLING STATION. If, after reading this handbook, you have any questions, phone the returning officer, collect, if necessary.

4. GETTING READY

- BEFORE ADVANCE POLLING DAY, the returning officer will send you the following:

*Check
when
done or
received*

- ☐ Your appointment and oath of office (F.103). Keep the first part as proof of your appointment.
- ☐ The oath on the bottom of this form must be sworn before the returning officer or the election clerk or a judge, postmaster, notary public, justice of the peace or a commissioner for taking oaths. As soon as you have completed this form, return it at once to the returning officer.
- ☐ A sealed ballot box. As soon as you receive it, open it (use scissors to break the seal) and make sure that everything listed below is inside.

IN THE LARGE PLASTIC ENVELOPE (E.17)
 - ☐ 1 polling station account (F.503)
 - ☐ 7 tally sheets (F.504)
 - ☐ 1 official statement of the poll (F.505)
 - ☐ 3 copies of statement of the poll for candidates or their representatives (F.506)
 - ☐ 5 copies of directions to electors (F.507)

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- ☐ 5 copies of information and warrant for arrest for personation and voting with knowledge of non-qualification (F.508)
- ☐ 6 copies of the record of votes cast at an advance poll (F.512)
- ☐ 1 Advance Poll Proceedings (F.514)
- ☐ 1 specimen sheet of samples of marked ballot papers.
- ☐ 1 envelope to be addressed to the returning officer (E.3)
- ☐ 1 envelope for the official statement of the poll (E.9)
- ☐ 2 advance poll ballot envelopes (E.10)
- ☐ 2 envelopes for unused ballot papers and stubs for used ballot papers (E.11)
- ☐ 2 envelopes for spoiled ballot papers (E.12)
- ☐ 1 envelope for rejected ballot papers (E.13)
- ☐ 6 envelopes for the ballot papers cast for each candidate (E.14)
- ☐ 1 envelope (E.16) containing pens, pencils, 1 roll of masking tape, 15 paper seals (F.511) and a ruler.
- ☐ 1 envelope (E.19) containing 10 ballot box seals with instructions on how to use these seals.

ALSO IN THE BALLOT BOX YOU SHOULD FIND

- ☐ arrow indicators to show location of polling place.
- ☐ a statement of the number of ballot papers supplies (F.513)
- ☐ 1 copy of the advance poll notice (F.104)
- ☐ ballot papers

- ☐ lists of electors for the advance polling station for which you have been appointed (in some remote advance polling stations, you may receive the list direct from the enumerator)
- ☐ 2 photographic placards containing information about the candidates

IF ANYTHING IS MISSING, TELL THE RETURNING OFFICER

Now that you have everything, you will:

- ☐ Fill in the blank spaces on the front cover of the Advance Poll Proceedings (F.514) and on envelopes.
- ☐ Appoint a poll clerk. This must be a person who is a qualified elector in your electoral district.

If you do not speak the language of the majority of electors in the polling division, try to appoint a poll clerk who does.

With the poll clerk, complete the appointment and oath of office of the poll clerk on page 2 of the Advance Poll Proceedings (F.514). The proper way to present the oath (or any other *written* oath) is as follows:

HOW TO PRESENT A WRITTEN OATH

- Ask the person taking the oath to sign it or if he has already signed it to declare that the signature is his own.
- Have the person put his right hand on a Bible or New Testament, then say to him "You swear that this oath signed by you is true to the best of your knowledge and belief. So help you God." He should answer "Yes".

OR

If the person does not wish to take this form of oath, he may make a "solemn affirmation". Without the Bible or New Testament, say to him "You solemnly affirm that this affirmation signed by you is true to the best of your knowledge and belief." He should answer "Yes".

TELL THE POLL CLERK WHAT HIS DUTIES ARE. (See page 11)

● REPLACEMENT OF DEPUTY RETURNING OFFICER AND POLL CLERK

If you become unable to do the duties of a deputy returning officer, the poll clerk must (unless the returning officer makes a new appointment) take your place without having to swear another oath. He must then appoint another poll clerk, using the "REPLACEMENT APPOINTMENT" in the centre of page 2 of the Advance Poll Proceedings (F.514).



Look at the official list of electors. It is in two parts: the preliminary list and the statement of changes and additions. Correct the official list of electors in the following way:

- The *second* section of the statement of changes and additions contains corrections in the name or address of an elector. Use a pencil to make these corrections on the preliminary list.
- The *third* section of the statement of changes and additions contains names that should not be on the list. Use a pencil to draw a line through each of these names on the preliminary list.
- Note that the *first* section of the statement of changes and additions contains those names that should be added to the list. You will refer to this section on polling day: if an elector's name is not on the preliminary list, check to see whether it is in this section.



Place the official list of electors, ballot papers and all other supplies in the ballot box - to be kept there safely until polling day. Seal the box with one of the seals found in the envelope (E.19). BE SURE TO STUDY THE INSTRUCTIONS (found on the same envelope) BEFORE USING A SEAL.



Locate your polling station - if possible before the advance polling day.

5. ADVANCE POLLING DAYS

You will hold two advance polling days, on Thursday and Tuesday the 11th and 6th days before polling day. The hours of voting are 4:00 p.m. to 8:00p.m. Voting begins at EXACTLY 4:00 p.m. and the doors of the polling place close at EXACTLY 8:00 p.m. Both you and your poll clerk MUST remain at work during ALL the hours that the poll is open and while the ballots are being counted. You should bring your meals or have them brought to the polling station.

● BEFORE THE ADVANCE POLL OPENS

- ☐ The table will be used by you and the poll clerk only. It should be placed so that it faces the electors as they enter the polling station.
- ☐ See that there are chairs for yourself, the poll clerk and two representatives of each candidate. Representatives of candidates must not interfere with your work and must not sit at your table.
- ☐ Make sure that there is HEAT and LIGHT in the polling station.
- ☐ Make sure that the VOTING COMPARTMENT is set up in such a way that no one can see how an elector marks his ballot paper.

Bring to the polling station:

- ☐ the ballot box and all supplies
- ☐ a Bible or New Testament

Post up directions to electors (F.507)

- ☐ 1 near the voting compartment
- ☐ the rest near the polling station and at the door

Post up one of the PHOTOGRAPHIC PLACARDS near the voting compartment and one at the door

- ☐ Post up the Advance Poll Notice (F.104) in a place in the polling station where it can be easily read.
- ☐ Put a pencil in the voting compartment; tie it to the desk or table and keep it sharp during polling day.
- ☐ Remove from the polling station and especially from the voting compartment any election cards, signs, posters, etc. for any candidate or group.
- ☐ Allow the representatives of candidates into the polling station. Each candidate may appoint in writing as many persons as he wishes to represent him at the polling station but only TWO for each candidate may be in the polling station at one time.

(If there are no representatives, any two electors may volunteer to represent a candidate. However, if a person who has been appointed in writing arrives, the volunteer must leave.)

- ☐ Each representative must give you his written appointment (F.202). If he leaves the polling station and returns, it is not necessary to have a new written appointment in order to enter again.
- ☐ A representative or elector representing a candidate must swear before you the written oath of secrecy on page 3 of the Advance Poll Proceedings (F.514). You will present this oath in the same way as the poll clerk's oath of office.
- ☐ DURING THE 15 MINUTES BEFORE THE POLL OPENS, in full view of any representatives of candidates that are present:

☐

Open the ballot box

☐

Count the ballot papers

- If any ballot papers are missing, phone the returning officer AT ONCE.
- If any ballot papers are not printed properly or spoiled in some other way, put them in the envelope for spoiled ballot papers (E.12).

☐

Put your initials in exactly the same way in the space on the back of every ballot paper. You must either initial them all with a pen or initial them all with a pencil. DO NOT REMOVE THE BALLOT PAPERS FROM THE BOOKS.

☐

The representatives of candidates may, at this time, examine all the election documents that you have.

AT 4:00 p.m.

☐

Empty the ballot box. Show everyone in the polling station that it is empty, then close it and seal it with one of the seals provided. FOLLOW INSTRUCTIONS ON THE USE OF SEALS.

☐

The poll is now open - electors may vote.

● CONDUCT OF THE POLL

PEOPLE PRESENT

- Only yourself, the poll clerk, candidates and their representatives, constables and interpreters employed for the full day are allowed to stay in the polling station - the other electors must leave as soon as they have voted.
- If too many electors come to vote at one time, you may allow only a few at a time to enter.

VOTING COMPARTMENT

Check the voting compartment from time to time to make sure that the pencil is sharp and that electors have not left election material there. Electors may bring election material to the voting compartment for their own use but may not leave it for others to see.

REPRESENTATIVES OF CANDIDATES have the right:

- to watch proceedings
- to ask that an elector take an oath
- to look at the Record of Votes Cast at an Advance Poll (F.512) during the hours that the poll is open and give information from the poll book to anyone outside the polling station.
- to enter and leave as they please during the hours that the poll is open as long as no candidate has more than two representatives in the polling station at one time.

REPRESENTATIVES OF CANDIDATES DO NOT HAVE THE RIGHT TO QUESTION THE ELECTORS OR TO TRY TO TELL ELECTORS FOR WHOM TO VOTE.

SECRECY

When necessary, tell people that it is an offence to try to find out how an elector has voted or will vote or to tell anyone how an elector has voted or will vote or how he himself has voted or will vote.

A person who breaks these rules does not lose his right to vote but he may be given a fine or jailed.

PEACE AND GOOD ORDER

If there is a disturbance at your polling station, call the police to help keep order and arrest the offenders. If someone is needed on a continued basis to keep order in the polling station, you may appoint a constable to do the job using the form F.502 which will have

been supplied to you. You must give the reason for the appointment in the space provided on the form.

If you are in a community where there are no police, you have the authority as deputy returning officer to arrest the offender yourself or order anyone else present to make the arrest. You then give a *written* order to some responsible person to hold the offender in custody as long as you wish up to 8:00 p.m. (no later) when the poll closes on the second day of voting.

UNLAWFUL ATTEMPTS TO VOTE

It is unlawful for anyone who knows that he is not entitled to vote to try to vote or for a person who claims to be someone else to try to vote (this is called personation). In such a case, an information or oath must be laid. This can be done before you by the poll clerk or a candidate's representative using the top part of form F.508. If the offender has not left the polling station, ask any person present to prevent him from leaving until the written information has been prepared.

When an information has been laid (it may be laid only on polling day), you will issue a warrant for the arrest of the offender using the bottom part of the same form F.508. As soon as possible, give the warrant to a police officer who will arrest and detain the offender until he can appear before the judge named in the form. (Ask the returning officer for that name.)

● VOTING AT AN ADVANCE POLL

WHEN?

Thursday and Tuesday the 11th and 6th days before ordinary polling day.

The poll opens at 4:00 p.m. and closes at 8:00 p.m. on each day.

WHO VOTES?

Every qualified elector who meets the ordinary residence requirements whose name is on the official list and who will be unable to vote on ordinary polling day.

Remember that the official list of electors is in two parts: the preliminary list and the statement of changes and additions.

HOW TO VOTE?

The elector enters the polling station and gives his name and address.

An elector does not have to show any document to prove his right to vote at this time.

The poll clerk will then:

- look for the elector's name on the official list and draw a line through it,
- write the required information in the Record of Votes Cast at an Advance Poll (F.512),
- for each entry, place a consecutive number in the first column,
- enter in the appropriate spaces, the polling division number, the consecutive number from the official list on which the elector's name has been found, and the elector's name and address as shown on that official list,
- have the elector sign in the column entitled "signature of elector",
- note the taking of all oaths or affidavits by completing the proper entry, and
- make the entry "Voted" when the ballot paper is put into the ballot box.

If an elector's right to vote is challenged by the deputy returning officer, the poll clerk, a candidate's representative, or any elector who is in the polling station, before he receives a ballot,

- he must swear the oral oath of qualification to vote found on page 5 of the Advance Poll Proceedings (F.514)
- if he does not wish to swear an oath, he may make a solemn affirmation

or

- he may show documents which will prove his identity such as (a) any I.D. card which has both his picture and signature, or (b) two pieces of identification which have the elector's signature such as major credit cards, old age security cards, employee cards, driver's permits or social insurance cards. If, after examining such identification you are satisfied, the elector will be allowed to vote. If you are not satisfied, the elector must take either the oath or affirmation. If the elector will not swear or affirm

DO NOT GIVE HIM A BALLOT PAPER

DO NOT ALLOW HIM TO RETURN TO THE POLLING
STATION

- the poll clerk will draw a line through his name on the list of electors and in the record (F.512), and write "refused to be sworn" or "refused to affirm" in the proper column of the Advance Poll Proceedings (F.514).

CASTING A BALLOT PAPER:

- Tear off a ballot from the book between the stub and the counterfoil, leaving the stub in the book and the counterfoil attached to the ballot. NO ONE IS ALLOWED TO WRITE DOWN THE SERIAL NUMBER OF A BALLOT PAPER.
- Make sure that your initials are on the back of the ballot paper.

- Fold the ballot paper THREE TIMES in the following manner:
 - place the ballot paper so that the candidates' names are facing up;
 - the side of the ballot which has the counterfoil should be nearest to you;
 - make your first fold towards you in the space between the rectangular boxes and the circles;
 - continue folding this way;
 - the last fold should reach the perforated edge between the counterfoil and the ballot.
- Tell the elector to mark his ballot with an "X" in the circle following the name of the candidate of his choice and to return the ballot to you folded in the same way.
- Be sure to tell the elector that if he does not mark his ballot in the proper way, it will not be counted.
- The elector marks his ballot in the voting compartment, folds it and then gives it to you. At this point, if the elector tells you he has SPOILED his ballot, he may exchange it for a new one. DO NOT EXAMINE the ballot. Write "spoiled" across the back of it and place it in the envelope (E.12).
- Do not unfold the ballot but check your initials and serial number to make sure it is the same one you gave the elector.
- In front of everyone present, remove and throw away the counterfoil and put the folded paper in the ballot box. This must be done only by you, the deputy returning officer.
- Be sure to remove the counterfoil at the proper time. You could be penalized for not doing so.

- The elector leaves the polling station.
- The poll clerk makes sure he has made all entries in the book.

● EXCEPTIONS TO THE USUAL MANNER OF VOTING

INCAPACITATED ELECTOR

- An elector who is unable to mark his ballot paper alone because of blindness, or a physical handicap or because he cannot read, must take an oral oath of an incapacitated elector (page 5 of the Advance Poll Proceedings).
- After the elector takes his oath, you will help the elector, in full view of the poll clerk, the representatives of candidates and any appointed interpreter (*no one else may be present*).
- Ask the elector for whom he wishes to vote, mark his ballot paper for him and put it in the ballot box. Remind everyone present of their oath of secrecy.

OR

- A friend or relative may help the elector (no one may help more than one elector). That person must take the oral oath of friend of incapacitated elector (page 5 of the Advance Poll Proceedings). The elector and his friend or relative will then go together into the voting compartment and will vote secretly. The poll clerk will write the name of the relative or friend in the "remarks" column opposite the elector's name in the Record of Votes Cast at an Advance Poll (F.512).

INTERPRETER

An interpreter should be used only if absolutely necessary. You and the poll clerk should act as interpreter whenever possible. If an interpreter must be appointed:

- He must not be the representative of a candidate.
- He should, if possible, be provided by the electors.
- If many electors need an interpreter, one may be hired for several hours or for the whole day. Make the appointment using form F.502 that was supplied to you and find out the rate of pay from the returning officer. Be sure to complete the account copy of form F.502 and send it to the returning officer.

PERSONATION (someone else has already voted in the elector's name)

If the Record of Votes Cast at an Advance Poll (F.512) shows that someone else has already voted in the name of an elector who now wishes to vote, that elector must first satisfy you that he is the person whose name is on the list - you may ask him to take the oral oath of qualification (page 5 of the Advance Poll Proceedings). He must then take the Oral Oath of Personated Elector before he is given a ballot paper.

ERROR ON THE LIST

An elector's name or address may be slightly different from what is printed on the list. If you think there is an error on the list, then you must ask the elector to take the oral oath as to error on the list (page 5 of the Advance Poll Proceedings).

BY-ELECTION (elector has changed his place of residence before polling day)

At a by-election, an elector will not be allowed to vote if he is no longer ordinarily resident in the electoral district.

● CLOSE OF THE ADVANCE POLL ON THE FIRST DAY

The polling station closes at 8:00 p.m. If at that time there are still electors waiting their turn to vote, lock the door and allow those inside to vote.

DO NOT COUNT THE BALLOTS

With the poll clerk and the candidates' representatives present:

- Date and sign all the F.512's used that day, and depending on the instructions you received from the returning officer, either give the information from the F.512 to the returning officer by telephone or deliver the originals to him.
- Count all the UNUSED ballot papers and record the number in the space provided on the front of envelope E.11. Put these unused ballot papers and the stubs from the used ballot papers in envelope E.11. Fill in the required information on the front of the envelope and seal it with one of the paper seals (F.511).
- Put the SPOILED ballot papers in the envelope E.12. Fill in the required information on the front and seal it with F.511.
- Open the ballot box and place all the ballots cast that day in envelope E.10 and seal it with F.511. DO NOT COUNT THEM.
- Place these *three* envelopes (E.10, E.11 and E.12) - along with *all* other papers used for the advance poll (F.512), voters' lists, etc. in the ballot box and seal it with one of the seals found in envelope E.19. Candidates' representatives or any electors present may take note of the serial number of the seal.

● REOPENING OF THE POLL ON THE SECOND DAY

At the reopening of the advance poll on the second day of voting, you will:

- After checking to see if the seal you put on the ballot box is still there, open the ballot box and empty it in full view of any candidates' representatives or electors who are present.
- Put the envelopes (E.10 and E.12) containing the ballot papers cast or spoiled on Thursday, unopened, back in the ballot box, and seal it with one of the seals found in envelope E.19.
- Open envelope E.11 containing the unused ballot papers and count them.
- Open the poll and conduct the voting in the same manner as the first day.

● CLOSE OF THE POLL ON THE SECOND DAY

- Repeat the first four steps described under "Close of the Advance Poll on the First Day" at page 16.
- Place all other material used at the advance poll in the ballot box and seal it with one of the seals found in envelope E.19. Candidates' representatives or any electors present may note the number of the seal.
- Keep the ballot box in a safe place until ordinary polling day.

NOTE:

- DO NOT COUNT THE BALLOTS after the close of voting on any of the days of advance polling. To do so is an *offence*.
- COUNT THE BALLOTS *ONLY* after 8:00 p.m. on ordinary polling day in the manner described on page 18.

6. COUNTING THE BALLOTS

WHEN?

Begin counting as soon as the polls are closed at 8:00 p.m. on ordinary polling day.

WHERE?

In the same place where you held the advance poll.

WHO MAY BE PRESENT?

Candidates and their representatives who were there for the advance poll have the right to watch the counting take place. If no candidates are represented at the polling station, you must make sure that there are at least two electors present besides yourself and the poll clerk. This is a very important part of your day. Do not let anyone at the polling place rush you. Take your time and do your count properly.

HOW?



Open the ballot box and take out the contents



Add the number of electors who have voted as shown on F.512 to the number of unused ballots written on the envelopes E.11 and to the number of spoiled ballots written on envelopes E.12.

Check against the number of ballots given you by the returning officer - both totals should be the same - make a note if they are not.

☐ Distribute the tally sheets (F.504) to the poll clerk who must keep the written count, and to the candidates' representatives, so that they may keep score if they wish.

☐ Open the two envelopes (E.10) and empty the used ballots on the table in front of you. You alone may handle them but in such a way that anyone may see how they are marked. Take one ballot at a time, unfold it, make sure your initials are on the back, and call out the name of the candidate for whom it was cast. Pile the ballots separately for each candidate.

COUNTERFOIL STILL ATTACHED TO BALLOT PAPER

If this occurs during the count, remove and destroy the counterfoil, without reading the serial number or allowing anyone else to read it.

NO INITIALS ON BALLOT PAPER

Check the ballot paper carefully, especially if there were any ballots unaccounted for. If you are sure that it is a ballot paper that you have issued, then initial it and count it in the usual way.

SHOULD A BALLOT PAPER BE REJECTED?

(See samples of marked ballots)

As each ballot is read, anyone present (including the deputy returning officer) may move that it be rejected for any of the following reasons:

- ballot paper not supplied by the deputy returning officer
- ballot paper not marked
- ballot paper marked for more than one candidate
- ballot paper upon which the elector has made any mark or writing by which he could be identified
- ballot paper not marked in the circle to the right of a candidate's name

The following are NOT reasons for rejecting a ballot paper:

- it has been marked in any way by a deputy returning officer
- the elector has voted with a mark other than a cross
- the elector has used a writing tool other than a black lead pencil

When an objection is made:

- Note the reason on page 4 of the Advance Poll Proceedings (F.514)
- Number each objection starting at 1, in the left-hand column of page 4 of the Advance Poll Proceedings and put the same number, with your initials, on the back of the ballot paper being objected to
- Write the name of the person making the objection on page 4 of the Advance Poll Proceedings (F.514)
- THE DEPUTY RETURNING OFFICER ALONE WILL DECIDE WHETHER THE BALLOT IS TO BE COUNTED OR REJECTED. Your decision is final, but it may be reversed by a judge if there is a recount.
- Make a note of your decision in the right-hand column of page 4 of the Advance Poll Proceedings (F.514).

AFTER THE BALLOTS ARE COUNTED

As you work through the steps below read the instructions printed on each envelope. Each form MUST be put in its proper envelope.

TO SEAL AN ENVELOPE, use a gummed paper seal (F.511) found in the envelope E.16. You and the poll clerk must sign each of these seals; the representatives of candidates may also sign if they wish.

☐ Put the ballots for each candidate in a separate envelope E.14. On each envelope, write the name of the candidate and the number of votes cast for him. Seal each envelope with F.511.

☐ Count the number of rejected ballot papers. Write this number on the envelope E.13 and place the rejected ballot papers inside. If there are no rejected ballot papers, write "NIL" on the envelope and seal it in the usual way.

☐ Telephone the results of the count to the returning officer AT ONCE.

☐ Complete the official statement of the poll (F.505)

- Copy 1 should then be laid aside to fill in the bottom part later.
- Put copy 2 (blue) "Preliminary Statement of the Poll" in the envelope E.2. Address this envelope to the returning officer but do not seal it. This envelope (E.2) must not be put inside the box nor attached to the outside.
- Copy 3 (yellow) is to be kept by the deputy returning officer.
- Copy 4 (white) should be affixed in the space left for it on page 6 of the Advance Poll Proceedings (F.514).

☐ Complete the copy of statement of the poll for candidates or their representatives (F.506). Be sure to write firmly as you will be making 5 copies.

- Put one copy for each candidate in an envelope E.3 and mail it immediately to the returning officer.

- Give one copy to one of the representatives of each candidate.

☐ Both you and the poll clerk must swear and complete the oath on page 7 of the Advance Poll Proceedings.

☐ On the large plastic envelope E.17, there is printed a list of all the items that must be put inside. When you have done this, seal the envelope by removing the strip over the tape. After sealing the flap, you and your poll clerk must affix and sign one of the seals (F.511) supplied across the edge of the flap. The seal may also be signed by any other person who has the right to be present.

☐ Choose a special seal for the ballot box and enter its serial number in the box provided in the bottom part of Copy 1 of the statement of the poll (F.505). Sign it and have the poll clerk and candidates' representatives sign it. Anyone present may make a note of the serial number.

☐ In the ballot box put ONLY

- the large plastic envelope (E.17);
- the small envelope (E.9) containing the official statement of the poll;
- the official list of electors; and
- any extra seals.

☐ Seal the ballot box as instructed, with the numbered seal selected.

☐ If the ballot box is to be sent back to the returning officer by mail fill in the blank spaces on the return part of the tag (T.4) which should be still attached to the box.

☐ Complete the polling station account (F.503). The deputy returning officer, poll clerk and landlord will be paid AFTER THE OFFICIAL ADDITION OF THE VOTES.

BE SURE THAT YOU HAVE SIGNED YOUR NAME WHERE REQUIRED, AND THAT EVERY ADDRESS IS COMPLETE AND CORRECT WITH POSTAL CODE.

If you hired an interpreter or a constable, be sure that the ACCOUNT part of form F.502 is completely filled out. Put the completed polling station account form (F.503) and form F.502 completed in the envelope E.2 with the preliminary statement of the poll.

- ☐ Return the ballot box and the envelope E.2 to the returning officer; either deliver them both to his office or send the ballot box by registered mail and the envelope by ordinary mail, affixing the required postage.
- ☐ Mail the envelopes (E.2) addressed to the candidates, ensuring to affix the required postage.

7. SOME POINTS TO REMEMBER

- Act in a fair manner.
- You are responsible to the returning officer; you take your instructions from him ONLY or from one of his representatives.
- Do not be afraid to call the returning officer if you run into a problem.
- When the ballots are counted, you alone will make the final decision whether a ballot is to be accepted or rejected.
- Remember that the envelope E.2 containing the preliminary statement of the poll (blue copy of F.505) and the polling station account (F.503) is NOT placed inside the ballot box. It MUST be delivered by hand to the returning officer on election night or sent to him by ordinary mail.

8. PROCEDURE AT A BY-ELECTION

- Your duties as a deputy returning officer are exactly the same at a by-election in the Northwest Territories as they are at a general election.
- The rights of electors generally remain the same at a by-election as they are at a general election.

EXCEPTIONS

- At a by-election, an elector whose name appears on the list for your polling division will NOT be allowed to vote, if on polling day, he is no longer ordinarily resident in the electoral district, and
- At a by-election, a person who has moved to the electoral district since the first day of enumeration from another electoral district will NOT be allowed to vote.

